

CHAPTER 1. GENERAL INFORMATION

SECTION 1. GENERAL

1. PURPOSE. This order provides information, guidance, and direction for designated pilot examiners (DPE), pilot proficiency examiners (PPE), and airman certification representatives, who provide airman certification services and/or pilot proficiency checks in accordance with (IAW) Title 14 of the Code of Federal Regulations (14 CFR) parts 61, 141, and 142.

2. DISTRIBUTION. This order is distributed to all addressees on special mailing list ZVS-871; to all regional Flight Standards divisions; to all Flight Standards District Offices and International Field Offices; to the Regulatory Standards Division; to the Designee Standardization Branch of the Regulatory Support Division; and to the Airmen Certification Branch of the Civil Aviation Registry at the Mike Monroney Aeronautical Center.

3. CANCELLATION. Federal Aviation Administration (FAA) Order 8710.3C, Pilot Examiner's Handbook, dated September 20, 1996, is canceled.

4. EXPLANATION OF CHANGES. This revision reflects policy and procedural changes in the designated examiner program. It incorporates changes in 14 CFR part 61, which was revised August 4, 1997.

5. DEFINITIONS. The following terms, as used in this order, are defined as shown.

A. Designated Pilot Examiner. A designated pilot examiner (DPE) is a designated representative of the Administrator who is authorized by Title 49 of the United States Code (49 U.S.C.) § 44702 to perform the tasks described in 14 CFR part 183, § 183.23.

B. National Designated Pilot Examiner and Flight Engineer Examiner Registry (NDPE/FEER). An NDPE/FEER examiner is an examiner who is authorized to conduct airman certification and proficiency practical tests in vintage airplanes IAW the provisions of the NDPE/FEER Program.

C. High Activity Examiner. A high activity examiner is an examiner who conducts at least 50 practical tests (aircraft or simulator) in a given quarter.

D. Standard U.S. Airman Certificate. A standard U.S. airman certificate is a pilot certificate that is issued to an applicant who has met all of the applicable requirements of part 61 for the certificate and/or rating sought.

E. Restricted U.S. Airman Certificate. A restricted U.S. airman certificate is a pilot certificate that is issued to an applicant on the basis of the applicant's foreign-pilot license under the provisions of 14 CFR § 61.75. Refer to chapter 21 for guidance information on the issuance of U.S. pilot certificates that are based on a person holding a foreign-pilot license.

F. Flight Engineer Examiner (FEE). A person authorized to conduct flight engineer certificates and ratings for other than 14 CFR part 121 or 125 purposes.

6. HANDBOOK FORMAT. This handbook contains both directive and guidance information.

A. Directive Information. The directive information contained in this handbook is mandatory. Directive information uses terms such as "shall" and "must" and indicates actions that are imperative. The terms "shall not" or "must not" signify actions that are prohibited. These terms allow the examiner no flexibility or discretionary latitude. The examiner must follow directive guidance unless a deviation is approved by the supervising Flight Standards District Office (FSDO).

B. Guidance Information. Guidance information contains terms such as "should," "may," or "need not." These terms indicate actions that are permissible but not mandatory. Guidance information allows the examiner flexibility.

C. Chapter Content. Chapter 1 in this handbook contains introductory, general, and administrative information. Each succeeding chapter is divided into two sections: background and procedures.

(1) Section 1 (background) contains general information and current policy regarding the task that the chapter addresses.

(2) Section 2 (procedures) contains prerequisites, references, forms, figures, and an outline of the steps that should be taken by the examiner to perform the task.

SECTION 2. PROGRAM STRUCTURE

1. OBJECTIVE. The objective of the pilot examiner program is to provide prompt practical testing to applicants for airman certificates. The FAA designates examiners to provide this service.

A. Authority to Designate. The FAA designates examiners under the authority of 49 U.S.C. § 44702, as implemented by 14 CFR § 183.23. Designated examiners are not employees of the FAA. Designees serve without pay from the Government but may charge applicants reasonable fees for the examiner's time in conducting practical tests and completing the attendant reports.

B. Need for Service. The FSDO is responsible for ensuring that an adequate number of examiners are designated to serve the public. The demand for practical tests at a specific location determines if the designation of an examiner is justified. The standard for justifying the need for an examiner is that the applicant should not have to wait more than 7 days and should not have to travel more than 100 nautical miles (NM) for a practical test.

2. EXAMINER PRIVILEGES. An examiner is authorized to perform the following certification actions and responsibilities.

A. Certification Practical Tests. An examiner accepts applications and conducts practical tests leading to the issuance of pilot and flight instructor certificates and/or ratings in the types of aircraft appropriate to the certificates and letter of authorization (LOA) held by the examiner.

B. Temporary Certificates. An examiner issues temporary airman certificates to applicants whom the examiner has tested and found qualified for a certificate or rating.

C. Notices of Disapproval of Application. An examiner issues notices of disapproval to applicants whose performance during practical tests conducted by that examiner did not meet the applicable practical test standards for a certificate or rating.

D. Letters of Discontinuance. An examiner issues a letter of discontinuance when a practical test is terminated for reasons other than unsatisfactory performance such as unforecast weather, the applicant or examiner becoming incapacitated during the

practical test, aircraft mechanical difficulties after the test has begun, or other unforeseen situations.

E. Student Pilot Certificates. An examiner accepts applications for student pilot certificates and issues the certificates.

F. Proficiency Checks. An examiner may conduct pilot proficiency checks in each aircraft or simulator in which the examiner is currently authorized to conduct certification practical tests.

G. Type Ratings. An examiner who is authorized to conduct aircraft type rating practical tests may conduct additional rating practical tests for those type ratings authorized at all certificate levels.

H. Fees. An examiner may charge each applicant a reasonable fee for services. The examiner ensures that the applicant understands the amount of the fee for a practical test or a retest, as appropriate. This information should be understood by the applicant before the examiner accepts an application.

I. Restrictions. Per FAA Order 8080.6 (current edition), Conduct of Airman Knowledge Tests, paragraph 3-12c, an individual who is a DPE must not administer or monitor an airman knowledge test. Furthermore, a DPE may not be appointed or retained as testing center personnel or as a Special Test Administrator.

3. TYPES OF DESIGNATION. Pilot examiners are designated for specific testing functions. Examiners may perform only the functions authorized by their designations. Pilot examiner designations have been aligned to conform with 14 CFR part 61 certificates and ratings.

A. Private Pilot Examiner (PE). A PE conducts private and recreational pilot certification tests and additional aircraft rating tests as specifically authorized.

B. Commercial and Instrument Rating Examiner (CIRE). A CIRE conducts commercial pilot certification tests, instrument rating practical tests, and additional aircraft rating tests as specifically authorized for airplanes, powered-lifts, and rotorcraft-helicopters.

C. Commercial Pilot Examiner (CE). A CE conducts commercial pilot certification tests in

rotorcraft, gliders, lighter-than-air aircraft, and additional ratings as specifically authorized.

D. Airline Transport Pilot Examiner (ATPE). An ATPE conducts airline transport pilot (ATP) practical tests for the original issuance of an ATP certificate and additional ratings as specifically authorized. ATPEs must hold category and class, and, if appropriate, type ratings on their pilot certificates pertinent to the tests to be conducted.

E. Flight Instructor Examiner (FIE). An FIE, as authorized by the supervising FSDO, conducts practical tests for the original issuance, renewal, and reinstatement of flight instructor certificates and ratings. An FIE is authorized to issue flight instructor renewals or reinstatements on the basis of practical tests only.

F. Flight Instructor Renewal Examiner (FIRE). An FIRE is authorized by the supervising FSDO to accept applications for renewal of a flight instructor certificate that is still current and where the renewal process is merely administrative (meaning, a practical test is not required for renewal of the applicant's flight instructor certificates).

G. NDPE/FEER. An NDPE/FEER conducts airman certification practical tests and proficiency tests in vintage/surplus military airplanes that are identified and listed as vintage airplanes under the NDPE/FEER Program.

H. Flight Engineer Examiner (FEE). A person authorized to conduct flight engineer certificates and ratings (for other than 14 CFR part 121 or 125 purposes) to applicants who qualify IAW 14 CFR part 63.

I. Pilot Proficiency Examiner (PPE). A PPE conducts the pilot-in-command (PIC) proficiency checks required by 14 CFR § 61.58 for airmen who act as PIC of aircraft that require two or more pilots and are operated under OTHER than 14 CFR parts 121, 125, 127, or 135. A PPE does not conduct certification practical tests.

J. Airman Certification Representative (ACR). An ACR accepts applications for airman certificates and/or ratings from the graduates of a pilot school that holds appropriate examining authority under 14 CFR part 141. An ACR employed solely by a flight instructor refresher clinic (FIRC) reviews applicants' attendance/training records and determines applicants' eligibility for the renewal of a current flight instructor

certificate. A current DPE is authorized to perform ACR duties and responsibilities for any airman certificate or rating. A DPE who performs ACR duties and responsibilities is not required to have their letter of authorization revised in order to perform ACR duties and responsibilities.

K. Military Competency Examiner (MCE). The MCE reviews a military pilot's records, verifies computer test reports of the military competence knowledge test, and issues commercial pilot certificates and instrument ratings to qualified military pilot applicants as specifically authorized (e.g., 14 CFR § 61.73). The MCE may issue/upgrade pilot certificates bearing type ratings based on the applicant's military pilot qualifications. The eligibility and experience requirements for this examiner candidate are covered in chapter 18.

L. Foreign Pilot Examiner (FPE). An FPE may issue private pilot certificates and ratings at the private pilot certification level on the basis of an applicant's foreign license qualifications. The FPE reviews applicants' records, verifies computer test reports for the Foreign Pilot Instrument knowledge tests, and issues private pilot certificates to qualified foreign applicants IAW 14 CFR § 61.75. The eligibility and experience requirements for this examiner candidate are covered in chapter 18.

NOTE: Refer to chapter 21 for guidance information on the issuance of the U.S. pilot certificate based on a person holding a foreign pilot license.

M. Military Competency/Foreign Pilot Examiner (MC/FPE). The eligibility and experience requirements for the MC/FPE position is covered in chapter 18.

(1) The MC function of the MC/FPE designation reviews a military pilot's records, verifies computer test reports of the military competence knowledge test, and issues commercial pilot certificates and instrument ratings to qualified military pilot applicants as specifically authorized (e.g., 14 CFR § 61.73). The MC function may issue/upgrade pilot certificates bearing type ratings based on the applicant's military pilot qualifications.

(2) The FP function of the MC/FPE designation issues restricted private pilot certificates and instrument ratings based on an applicant's foreign license qualifications (e.g., 14 CFR § 61.75).

N. Flight Instructor Renewal Examiner. A FIRE may renew holders of current flight instructor certificates, but only if the renewal involves an administrative process and no practical test is involved. The eligibility and experience requirements for this examiner candidate are covered in chapter 18.

O. Ground Instructor Examiner. A GIE reviews an applicant's knowledge test report for the issuance of a Ground Instructor Certificate for the basic, advanced, or instrument ratings, as specifically authorized (as per §§ 61.213 and 61.215). The eligibility and experience requirements for this examiner candidate are covered in chapter 18.

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SECTION 3. PROGRAM OPERATION

1. GEOGRAPHIC DISTRIBUTION. The FAA must ensure optimum geographic distribution and numbers of examiners to serve the public's needs adequately. The recommended geographic distribution provides that an applicant should not be required to wait more than 7 days and should not have to travel more than 100 NM for a practical test. However, the geographic distribution is at the discretion of the jurisdictional FSDO manager.

2. GEOGRAPHIC LIMITS OF AUTHORITY.

All practical tests conducted by an examiner, except for NDPE/FEER examiners and PPEs, must originate within the supervising FSDO's geographical area. An examiner's authorization is limited to the supervising FSDO's geographical area of responsibility unless prior coordination and approval to originate practical tests outside that area is obtained from the supervising FSDO. The address of an applicant for a practical test has no bearing on the issue as long as the test originates in the area specified by the examiner's certificate of authority.

A. NDPE/FEER examiners are authorized to accept applications for practical tests to be conducted in vintage aircraft without regard to FSDO or regional boundaries. An NDPE/FEER examiner may conduct practical tests in any of the vintage aircraft within the aircraft grouping stated on the NDPE/FEER examiner's LOA. NDPE/FEER examiners are responsible for all travel arrangements associated with the conduct of a practical test in a vintage airplane. This provision applies only to certification activities conducted under the provisions of the NDPE/FEER Program. All other examiner authorizations are bound by the geographical area of the supervising FSDO.

B. A PPE's testing privileges are not limited to the supervising FSDO's geographical area of responsibility.

C. PPE Privileges for Examiners. An examiner must only conduct pilot proficiency checks in each aircraft or simulator in which the examiner is currently authorized to conduct pilot certification practical tests. PPE privileges are automatically conveyed with the examiner designation and need not be shown on the certificate of authority; however, except for NDPE/FEER examiners, PPE privileges conveyed to an examiner are limited to the supervising FSDO's geographical area of responsibility.

(1) If an examiner needs PPE privileges for an area outside their assigned supervising FSDO, the examiner must request a separate PPE designation from that FSDO.

(2) If an examiner holds both DPE and PPE Certificates of Authority, the DPE authorization is limited to the supervising FSDO's geographic area of responsibility. A separate PPE authorization is not limited to that FSDO's geographical area.

(3) In all cases, examiner testing privileges are limited to the area specified by the examiner's Certificate of Authority unless otherwise approved and coordinated through the supervising FSDO.

D. An examiner may be authorized to serve more than one FSDO concurrently. In this case, the examiner's Certificate of Authority must bear the name of each FSDO in all areas the examiner is authorized to test. An examiner's certification files must not be accepted by a FSDO not listed on the examiner's Certificate of Authority.

(1) When an examiner is authorized to serve more than one FSDO, the examiner must send the certification files to the FSDO in which area the tests originated.

(2) The FSDO which holds an examiner's designation file must supervise that examiner's activity and renewal process and arrange for the endorsement of the other FSDOs listed on the examiner's Certificate of Authority.

E. If an examiner relocates to an area where the examiner does not hold an authorization, the examiner may apply to that jurisdictional FSDO for transfer of his/her authority. The gaining FSDO has the authority to accept or decline the transfer.

(1) If the gaining FSDO chooses to accept the relocating examiner, the losing FSDO will transfer the examiner's files to the gaining FSDO. The examiner need not apply to the National Examiner Board (NEB).

(2) If the gaining FSDO chooses to decline the transfer, the examiner's Certificate of Authority is void and must be canceled by the losing FSDO. The examiner must surrender his/her Certificate of Authority to the losing FSDO. The examiner may apply to the NEB for any future consideration by the gaining FSDO.

3. DESIGNATION OUTSIDE THE UNITED STATES. An examiner may be designated to serve outside the United States, provided that the examiner is serving U.S. citizens abroad or operators of U.S.-registered aircraft. The examiner's activities must be supervised by an appropriate jurisdictional FSDO / IFO. An examiner who is designated to serve outside the United States or its territories need not be a U.S. citizen. Tests conducted by an examiner designated to serve outside the United States must originate within the geographical area specified on the examiner's Certificate of Authority. If the examiner wishes to originate tests outside that area, prior coordination and approval from the supervising FSDO / IFO is required. The jurisdictional FSDO / IFO geographic area where an examiner's primary station is located will be responsible for designating and supervising that

examiner's activities. The jurisdictional FSDO / IFO will be responsible for initial and renewal activities of the examiner.

4. EXAMINER CURRENCY. Examiners must maintain pilot currency and flight proficiency IAW 14 CFR §§ 61.56, 61.57, and 61.58 (if applicable). Additionally, examiners must maintain a current flight instructor and medical certificate (if applicable).

5. AVIATION SAFETY PROGRAM SUPPORT. The FAA strongly encourages examiners to attend and take part in FAA Aviation Safety Program seminars and events. The FAA values the participation of examiners as counselors in the Aviation Safety Program and urges all examiners to support FAA Aviation Safety Program activities.

SECTION 4. PROGRAM ADMINISTRATION

1. SUPERVISION. The FAA General Aviation and Commercial Division, AFS-800, and the Regulatory Support Division, AFS-600, are responsible for the development of national policy regarding examiners and the overall supervision and evaluation of the examiner program.

A. Region. The regional Flight Standards division manager is responsible for the examiner program within that region. The Flight Standards Service regional office ensures the FSDOs conform to national policy with respect to examiner designation, geographic coverage, and other matters. The Flight Standards Service regional office reviews FSDO surveillance policies and activities and evaluates FSDO administration of the pilot examiner program.

B. National Designated Pilot Examiner and Flight Engineer Examiner Registry (NDPE/FEER). The FAA Great Lakes Region Flight Standards Division, Technical Programs Branch, AGL-230, has sole responsibility and oversight authority for NDPE/FEER activity examiners regarding the privileges on each examiner's LOA for vintage aircraft.

(1) The NDPE/FEER Program is facilitated by the Experimental Aircraft Association (EAA) with administrative oversight from AGL-230.

(2) The FAA NDPE/FEER Program Manager, AGL-230, issues the NDPE/FEER examiner's LOA for vintage aircraft, stating the aircraft grouping in which the examiner is authorized to conduct practical tests. NDPE/FEER examiners may accept applications for practical tests in any of the vintage aircraft within that stated grouping. Vintage/surplus military aircraft are those aircraft which are operated solely under 14 CFR part 91 for which the FAA does not have sufficient qualified inspector staff to conduct either the initial qualification or proficiency tests required under the regulations.

(3) When conducting functions as an NDPE/FEER examiner in vintage aircraft, the examiner operates solely under the direction and authority of AGL-230.

(4) AGL-230 is responsible for each NDPE/FEER examiner's activities relating to vintage aircraft, including renewal and certification pertaining to vintage aircraft.

(5) When an NDPE/FEER examiner receives a request for a practical test in a vintage aircraft, that examiner must notify AGL-230. AGL-230 will be responsible for coordinating observation and evaluation of the NDPE/FEER examiners. AGL-230 is not required to coordinate with the FSDO in which area the test will be conducted.

(6) AGL-230 may appoint an NDPE/FEER examiner based on national needs and demands for airman certification.

(7) The NDPE/FEER Program does not preclude or limit the region/FSDO from authorizing other examiners and/or inspectors, if qualified, to conduct practical tests and proficiency checks in vintage aircraft outside the NDPER Program.

C. FSDO. An examiner operates under the direct supervision of the supervising FSDO. The FSDO issues and maintains the examiner's Certificate of Authority and LOA for all aircraft other than vintage aircraft.

(1) Attendance at the annual DPE meetings are mandatory; however, there are times that a DPE's schedule or unforeseen circumstances make it impossible for the DPE to attend. In those cases where a DPE is unable to attend, the supervising POI should arrange for "one-on-one" meeting with the DPE to brief them on the material that was covered during the meeting. With the video and automation equipment that are now available in our FSDOs, the FSDO will most likely have a video of the meeting and the DPE should be required to review that video. The supervising POI should arrange a mutually agreeable time and place with the DPE to have their "one-on-one" meeting and review the tape recording of the annual DPE meeting (if a video is available).

(2) All inquiries or other communications from examiners must be directed to the supervising FSDO. The FSDO must forward to the appropriate regional office an examiner's request for a policy change, interpretation, or other concerns that may impact the examiner program.

(3) FSDO inspectors who supervise examiners welcome the opportunity to discuss procedures and standards with examiners. Inspectors will fly with examiners on request to resolve questions on techniques, procedures, and standards. Examiners

should avail themselves of the opportunity to forge a strong working relationship with FSDO inspectors and keep themselves informed of new developments or changes.

D. Review of Applicants. Any applicant tested by an examiner for an airman certificate or rating may be requested to appear for a retest by the FAA.

E. Examiner Reevaluation. If the performance of an applicant who has been recently (within a month or so) certificated by an examiner is found unsatisfactory because of an accident, incident, or other significant event, a reevaluation of that examiner may be required by the FAA. An example of an “other significant event” would be where an applicant who has just recently (within a month or so) been certificated and/or rated and then commits a serious violation of a safe operating practice. A pilot who fails to show a lack of understanding and/or competency following ATC instructions/clearance that results in a near midair collision, midair collision, loss of separation between two aircraft, or the need for evasive action by another aircraft to avoid a collision caused by the applicant. Depending on the severity of the poor judgment or competency exercised by the applicant who caused that major aviation catastrophe, it may call into question the examiner’s ability to have properly evaluated an applicant for an airman certificate. If there is evidence that reveals a deficient performance by an examiner, the FAA may require a reevaluation of that examiner.

2. DESIGNATION NUMBERING. A system of designation numbers will be used to identify the region and FSDO where the examiner or Airman Certification Representative (ACR) is designated. For example, SO-05-13 would signify region (Southern), FSDO number (05), and examiner number (13).

3. EXAMINER RECORDS. The FSDO maintains a file for each examiner under its jurisdiction. The file may contain paper copies of some items. Other records or information may be accessed through an electronic file.

A. Paper Copies. The following records will be kept in paper form:

(1) A copy of the examiner’s FAA Form 8430-9 showing the geographic area(s) of activity authorized.

(2) A copy of the examiner’s FAA Form 8000-5, Certificate of Designation.

(3) Copies of AC Form 8060-31, Airmen’s Records Correction Notice, received by the FSDO for the examiner for the most recent 12-month period.

(4) Copies of the examiner’s pilot certificate, airman medical certificate (if required), and current flight instructor certificate or a current computer printout verifying that data.

(5) Copies of the examiner’s initial FAA Form 8710-10, National Examiner Board — Designated Pilot Examiner Candidate Application, and the examiner’s most recent letter of request for renewal.

(6) Copies of all correspondence from the public regarding the examiner.

B. Electronic File. The following data may be maintained in an electronic file:

(1) Records of satisfactory completion (or failure to accomplish satisfactory completion) of Initial Pilot Examiner Standardization Seminar and Recurrent Pilot Examiner Standardization Seminar.

(2) Record of attendance at the annual FSDO examiner meeting.

(3) Records of examiner surveillance/inspections.

(4) Examiner’s testing activity log, including at least the applicant’s name, aircraft type, N-number, type of test, date of test, time devoted to oral and flight testing, and the date the file was forwarded to AFS-760.

C. Examiner Access to File. Upon request, examiners may review their files that are maintained by the supervising FSDO.

4. DELEGATION/RESCISSION OF AN EXAMINER AUTHORIZATION. The Administrator is empowered by 49 U.S.C. § 44702 to delegate to private persons any function relating to the examination, inspection, and testing of airman applicants, subject to any regulation, supervision, and review which the Administrator may prescribe. Under this section and FAA directives, the Administrator may rescind any such delegation at any time for any reason deemed appropriate. Also, the Administrator may determine that such a delegation should not be renewed for any reason deemed appropriate.

A. Proposed Termination or Non-Renewal. The FSDO must provide the examiner an opportunity to respond to any proposed action affecting that examiner's designation or authority. The provisions of 14 CFR part 183, § 183.15(b) and (d) contain the general conditions under which designations are terminated.

B. Notification. The examiner must be notified in writing of the reason(s) for any proposed action. The notification must cite any applicable regulations and/or handbook guidance. When the reasons are supported by examples of unacceptable conduct, those examples must be clearly stated. The reasons cited may be supported by documented surveillance or the results of other investigations; however, supporting documents must not be included with the notification to the examiner.

C. Option to Respond. The written notification must give the examiner the option to respond in writing or in person. The examiner may elect to be accompanied by counsel if responding in person. A record must be made of any meeting held.

(1) The record of any meeting with the examiner may be in the form of notes taken by a secretary during the meeting, a summary written by the FSDO staff after the meeting, or another method.

(2) A copy of the record must be sent to the examiner by the supervising FSDO. The examiner may submit comments or propose corrections to the record.

D. FSDO Manager's Decision. The FSDO manager's decision on any action affecting that examiner's designation and/or authority must be provided to the examiner in writing. The written notification to the examiner must indicate the reasons for the action. The examiner may request a review of the matter by the regional Flight Standards division manager by submitting a request in writing or in person within 10 days after the FSDO manager's decision.

E. Division Manager's Decision. The examiner will be notified of the division manager's decision and the reasons for that decision.

5. TERMINATION. Termination of an examiner's designation for reasons other than insufficient need for the examiner's services or the examiner's inability to meet medical standards will be initiated when other means of ensuring the examiner's conformance to standards are unsuccessful, not feasible, or inappropriate.

A. Reasons for Termination. A designation is terminated by the Administrator for any of the following reasons:

(1) Upon the written request of the examiner.

(2) When there is no longer a need for the examiner's services.

(3) Upon a finding, by the Administrator, that the examiner has not properly performed the examiner's duties.

(4) What the Administrator considers appropriate.

B. Examples. The following are some examples of not properly performing an examiner's duties:

(1) An examiner's unsatisfactory performance of duties or responsibilities during any phase, including the inability to accept or carry out the supervising FSDO's instructions.

(2) Any examiner's actions that may reflect discredit on the FAA, such as misuse of the designation or failure to maintain a reputation for integrity and dependability in the industry and the community.

(3) An examiner's inability to work harmoniously with FSDO personnel or the public.

(4) Evidence that an examiner's general and/or professional qualifications and requirements, including the continued ability to meet the medical requirements for the designation held, were not met at the time of the original designation or at any time thereafter.

(5) An examiner's inability to demonstrate satisfactory performance during a knowledge and/or skill evaluation or during an initial or recurrent examiner or job function course.

(6) An examiner's failure to maintain, or inability to demonstrate, qualifications for any certificate, rating, or examiner designation held.

C. Documentation. Deficiencies in an examiner's performance must be documented by the FSDO. The examiner must be notified of any deficiencies and given an opportunity to correct those deficiencies. The examiner must be advised by the FSDO that continued poor performance constitutes grounds for termination of the examiner's designation.

D. Notice to Cease Testing. The FSDO must issue a written notice directing an examiner to cease

immediately all testing activities if the Administrator determines that the examiner's actions are unsatisfactory.

E. Voluntary Surrender. An examiner who desires to voluntarily surrender his/her designation must do so

in writing to the supervising FSDO. The examiner's Certificate of Authority must be surrendered at the time of written notification. The examiner may retain the certificate of designation.